SPOT Letter of Authorization (LOA) and Deployment Process

Purpose:

A Letter of Authorization (LOA) serves as an official Government document authorizing a person to be deployed under a specified contract or Government mission. SPOT has a built-in business process (work flow) capable of generating LOAs. Each LOA generated by SPOT features a unique identifier (barcode) and an authorized signature. The barcode is scannable and used to track a person's movements.

A SPOT system-generated LOA can be requested when a deployment is created as a step in the create deployment process. It is also an optional action that can be completed separately at any time during the pre-deployment phase of the deployment work flow. Regardless of how the LOA is requested, when all the LOA information has been entered, the work flow process will automatically take the user through the deployment process. Fields that were previously not required in the deployment work flow may now be required in the LOA work flow.

User Roles:

The following user roles have the ability to create a deployment and request an LOA:
• Company Administrator
• Government Authority
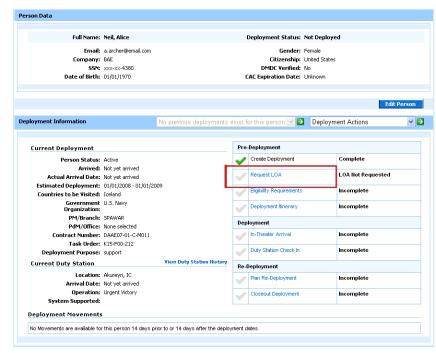• Government Administrator
• System Administrator

1. After the contractor personnel profile information has been entered, the SPOT application allows the user to request a deployment.

2. A deployment may be entered with or without an LOA.

Note: If a deployment is entered without an LOA, the LOA may later be requested by selecting the **Request LOA** link on the View Person Page.
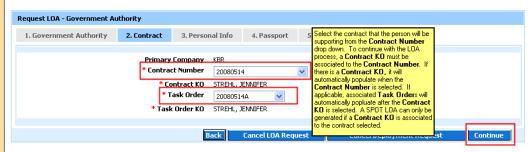
SYNCHRONIZED PREDEPLOYMENT & OPERATIONAL TRACKER

If an LOA is requested with the deployment, the LOA information will be entered first. The LOA workflow is a six step process.
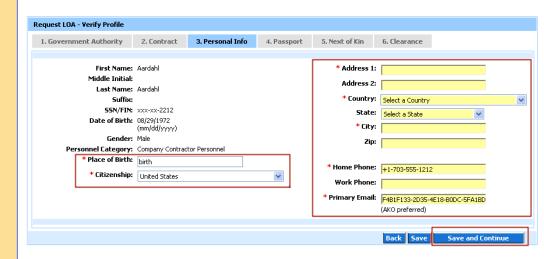
Step 1. Government Authority. The first step in the LOA process is to select the supporting Government organization and the Government Authority. The supporting Government organization is the organization/agency that established the requirement. The Government Authority is a registered SPOT user who knows that a contract and contractor personnel will be supporting the organization/agency and will "authorize" the LOA. Users should ensure they select the correct Government organization/agency when registering as a Government Authority so their name will be available for selection as an **Authorizing User**.

Step 2. Contract. Select the contract number, and if applicable, the task order the contractor personnel will be supporting.

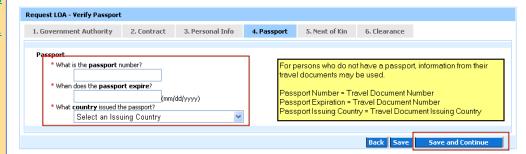Step 3. Personal Information. Complete the required fields and select **Save and Continue**.
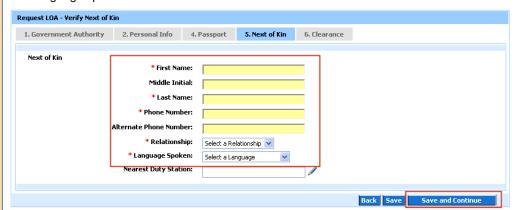
Step 4. Passport. Enter the contractor personnel passport information and select **Save and Continue**. Foreign nationals who have been issued travel documents may use the document information to complete these fields.

Step 5. Next of Kin. Enter the contractor personnel's NOK information. Select the relationship and language spoken.

Step 6. Clearance. Select the contractor personnel's security clearance. If a clearance other than "None" or "Ineligible" is selected the **Clearance Expiration** and **Security Clearance Issuing Agency** fields are required. Select **Save and Continue**. After the information has been entered for the LOA, the user will be required to enter the contractor personnel's deployment information.

• **Deployment Start and End Dates:** These are estimated dates which define the period of time contractor personnel arrive/depart theater.

• **Countries to be visited:** Contractor personnel who travel TDY/TAD during their deployment should have all countries selected that they will travel to, including the contractor personnel's primary deployed duty station country.

• **Primary Deployed Duty Station:** This is the city and country that the contractor personnel will spend the majority of time.

• **Operation:** This is the operation or exercise the contractor personnel is supporting. If the contractor personnel will not be supporting a particular operation or exercise there are a few general selections they may choose:

> •General Area Officer Interest
>
> •OCONUS Field Support
>
> •Etc

If a particular operation/exercise that is not listed, the Government organization user should send a request to add the operation/exercise the SPOT Help desk.

• **System supported:** List the type of system (transportation, C4I, etc.) that the contractor may be supporting. It is not a required field, but may be requested by the supporting Government organization.

• **Deployment Purpose:** Briefly describe the support the contractor personnel will be providing.

•**Job Title:** Select the contractor personnel's job title or a closely related job title.

After the LOA information has been entered, the system automatically begins the deployment workflow process. Entering deployment information is a five step workflow process.

Step 1. Deployment Details. Enter or select, where applicable, the contractor personnel's deployment information. Additional data field information is located in the column to the left.

Step 2. Contract. Contract information for deployments in which an LOA is requested will populate the contract field from information entered when the deployment was requested. Complete the page by entering the contractor personnel's Company POC information.

Step 3. Government Organization. Government organization information for deployments in which an LOA is requested will populate the Government organization field from information entered when the deployment was requested. Complete the page by entering the Government Organization POC information. In most cases the POC is the **Authorizing User** selected during step 1 of the Deployment process.

Create New Deployment

| 1. Deployment Details | 2. Contract | **3. Government Organization** | 4. In Theater | 5. Confirm |

What is the person's Supporting Government Organization?
* Primary Supporting Organization   AMC
PM/Office
PdM/Branch

What is the person's government point of contact (POC)?
* First Name
Middle Initial
* Last Name
Home Phone
* Office Phone
Mobile Phone
* Email

Enter the **First** and **Last Name, Office Phone,** and **Email** address of the 34/7 Government point of contact. Select **Continue.**

What is the person's home station?

Back   Continue

Step 4. In Theater. Provide the contractor personnel's in theater email address. This could be a company or personal email address. Complete the page by entering the in theater POC information. This POC could be a forward deployed company representative or Government official from the organization being supported.

Create New Deployment

| 1. Deployment Details | 2. Contract | 3. Government Organization | **4. In Theater** | 5. Confirm |

* What is the person's e-mail to be used in-theater?

Email where person can be reached while in-theater.

What is this person's in-theater point of contact (POC) information?
* First Name
Middle Initial
* Last Name
Home Phone
* Office Phone
Mobile Phone
* Email

Enter **First** and **Last Name, Office Phone,** and **Email** of the person's in-theater POC. Select **Continue.**

Back   Continue

SPOT Help desk (24/7)
Phone: 717-506-1368
Email: spot@technisource.com
Web chat:
http://chat.intellimark.com/spot.htm

Step 5. Confirm. Select the radio button to submit the deployment with the LOA and click the **Submit Deployment.** The LOA will be electronically forwarded to the Contracting Officer selected in step 2 of the Deployment process.

Create New Deployment

| 1. Deployment Details | 2. Contract | 3. Government Organization | 4. In Theater | 5. Confirm |

Please confirm the summary information below as valid, then submit the deployment request.

LOA Request

A Letter of Authorization (LOA) was requested along with this deployment.
The selected Government Authority is *Penn, William*.
Please select below to either continue with or disregard the LOA request.

○ Continue with LOA Request and Deployment Submission.
○ Submit Deployment without LOA Request.

Choose to continue with the LOA request and deployment **or** submit the deployment without the LOA request. Select **Submit Deployment**.

Step 1 - Details

Estimated Dates	01/01/2008 - 01/01/2009
Countries to be Visited	Iraq
Duty Station	Al Asad
Purpose	Logistics support

Step 2 - Contract

Contract Number	20080514
Task Order Number	20080514A

Step 3 - Government Organization

Primary Organization	AMC
PM / Branch	
PdM / Office	

Step 4 - In-Theater

In-Theater Email	intheater@poc234324.com

Back   Cancel Deployment Request   Submit Deployment